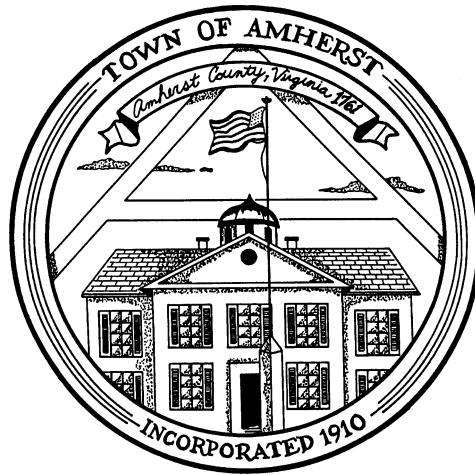


THE TOWN OF AMHERST, VIRGINIA



is Recruiting for the Position of
Police Chief

Issued May 15, 2013

Police Chief – Town of Amherst, VA, pop. 2,231, invites qualified and interested individuals to apply to replace its current police chief who is retiring after a 33 year career in law enforcement. The full position profile (with application procedure), job description, and application form are available at www.amherstva.gov. Applications will be accepted until June 23, 2014. EOE

Community Profile Town of Amherst, Virginia

The Town of Amherst is located along U.S. Route 29 between Lynchburg and Charlottesville, Virginia and is the county seat of Amherst County. The



population within the Town's corporate limits is about 2,231 per the 2010 census.

Amherst celebrated the 100th anniversary of its incorporation in 2010. The town developed around the courthouse and railroad depot. Four Amherst County schools are located in or near the Town as well as virtually all county offices including the library and museum. A branch of the Central Virginia Community College is also

located in town. The Sweet Briar College borders the Town's corporate limits.

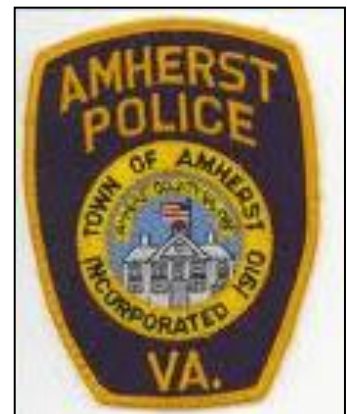
The Government

The Town of Amherst has a five-member Town Council and an independent mayor, and all are elected on a 2-year concurrent cycle in the fall of every even numbered year. The Town Council sets the policies for the operation of the Town's government.

The Department

The Amherst Police Department (APD) is comprised of five sworn officers along with a part-time administrative position. An auxiliary force was recently disbanded pursuant to a change in state regulations. The Amherst Police Department's mission is to preserve the peace and maintain order in the community by:

- preventing crime and protecting people and property,
- investigating criminal activity and apprehending criminals,
- promoting traffic safety,
- educating those it serves,
- working cooperatively to solve neighborhood problems,
- fostering positive relationships and neighborhood self-sufficiency, and
- practicing bias-free recruitment, hiring and promotion, while respecting the rights and dignity of all.



The Department strives to provide the highest quality of police service to maintain and improve the quality of life in the community. The department has a history of building and maintaining strong, effective and mutually beneficial police/community partnerships.

Current Issues

The next Chief will be required to succeed in meeting several challenges as they relate to the Police Department.

The Chief will be expected to invest significant time and energy into staff development and mentoring at all levels to continue to maximize quality, effectiveness and responsiveness.

The Town government is committed to maintaining and enhancing quality in all operating departments. The Chief will be expected to set exemplary standards in performance, responsiveness and customer service.

With its location along Route 29, Amherst is potentially subject to trafficking, narcotics and other transient criminal activity. As demands increase, the Chief will find the need to be creative in approaching crime and traffic related issues. The Chief will be expected to explore intergovernmental initiatives and partnerships to maximize the effectiveness of existing and potentially diminishing resources. In other words, the Chief will be expected to leverage approved personnel and budgetary resources with all other opportunities so that the best comprehensive mix of public safety services are provided to the Town's residents and business operators.

The Chief will be responsible for developing public safety priorities that are consistent with the community's values.

The Chief will be hired by the Town Council but will report to the Town Manager. Town documents - such as the Town's Charter, Code of Ordinances and various policies - are being updated to clarify this new organizational structure.

The Chief will be expected to be the Town's primary public safety officer and take a lead role, and be responsible for, all aspects of public safety including emergency management, disaster planning, and coordination with fire and rescue response in addition to traditional law enforcement duties.

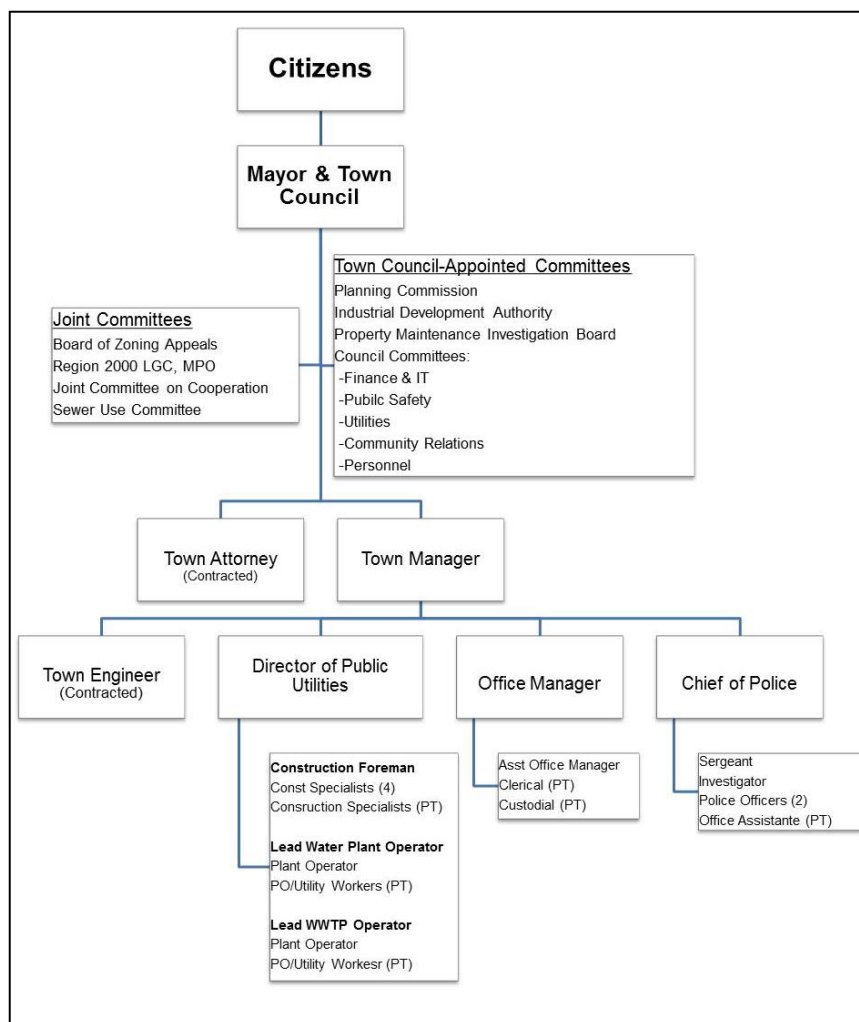
The Amherst Town Hall, including the various Police Department spaces, are scheduled to move to a building that is currently being renovated at 174 S. Main Street during the summer of 2014. The Chief will be expected to manage the follow through on all items related to this move.



Position Profile

The Police Chief position is considered a key member of the Town's senior management team and is recognized as a community leader. The vacancy for the position is being created by the retirement of Chief Kelvin Brown who has 33 years of service in the department. Chief Brown was promoted to Chief in 2011 to replace the prior police chief who had served in the position for 18 years. Chief Brown has announced that he will retire effective September 1, 2014. The new Chief will take command of a police agency that is charged with providing services to a community that has a good residential and retail/commercial mix which creates high and diverse customer service expectations. The Town is seeking an outstanding leader who has the experience, talent and professional commitment and vision to manage and direct the daily operations of the Police Department and provide law enforcement services to its residents and business operators. Highly developed professional knowledge and skills, managerial and administrative competence, maturity of judgment, strong personal leadership, high ethical standards, and the ability to communicate effectively and positively with the

organization and the community are essential. It is expected that the new Chief will have a strong commitment to customer service, dedication to policing that involves the community, and an understanding of the importance in managing crime and perceptions of public safety in a small town. **The Town of Amherst Police Chief is expected to be a “working supervisor.”** This includes being “on the road”, writing tickets, serving summonses, filling in shifts due to vacancies, vacations, sick leave, etc.; and working holidays and weekends.



Candidate Profile

The Police Chief is an extremely important component of the Town's commitment to maintaining an excellent quality of life for the community through efforts to maximize citizen responsiveness, cost effectiveness and results focus of local government. Accomplishing this goal requires an inclusive leadership philosophy and a collaborative approach. Leadership will need to be demonstrated at several levels: as a member of the Town staff, as a leader of the Amherst Police Department, as a participant in regional and state public safety efforts and as an individual who is actively committed to building a better community in Amherst.

The following attitudes, capabilities and demonstrated skills are essential to serve effectively as the Chief of Police in the Town of Amherst:

- A high degree of integrity, open-mindedness, trustworthiness and respect for others.
- A personal and professional commitment to the highest standards of ethical behavior and leadership which will motivate others and set standards of high performance.
- A decisive leader who exercises sound judgment based on personal experience, input from others, clear goals and high values.
- A commitment to policing in partnership with the community, preferably with prior experience in community policing. The Chief will embrace teamwork and work with appropriate town wide resources to provide the highest possible level of customer service and response to community issues.
- A commitment to communicating with all levels of the community, Department and the town organization consistently, accurately and timely. Highly developed presentation and listening skills required.
- An active level of involvement in professional law enforcement organizations and a willingness to maintain a high level of professional networking.
- While willingness to appropriately confront issues and make difficult decisions, an approachable, friendly, open and participatory management style open to and respecting input from employees, is sought.
- High personal energy, a positive approach, and self-confidence.
- The ability to effectively articulate police and public safety-related issues, goals and objectives and the concurrent ability to translate policy decisions into operational action.
- A track record of success in personnel management, to include recruitment, training, discipline, performance evaluation and career development, with the ability to effectively delegate authority and responsibility while maintaining appropriate levels of accountability and operational control.
- The ability to manage budgets and resources in a cost-effective manner and creativity in maximizing available resources through grants, intergovernmental cooperation and prioritization of existing needs.



- An advocate for the men and women of the police department while understanding the department's role in the larger Town organization.
- An understanding of the political process while avoiding personal involvement in political issues.
- Personal and professional integrity of the highest order, demonstrated in both the candidate's public and private life.

Town of Amherst police officers are required to live within two miles of the corporate limits of the Town of Amherst within ninety (90) days of employment and continue to live within that area as a condition of continued employment. The minimum qualifications are contained in the attached position description.

Compensation

The compensation package for the Chief of Police will be market competitive and depend upon experience and qualifications of the individual selected. Reasonable relocation expenses are available, if needed. The current salary range is \$50,524-\$65,359. A generous benefit package includes: retirement and life insurance through the Virginia Retirement System (VRS), including Law Enforcement Officers Retirement System (LEOS) benefits, 100% Town funded medical and dental coverage for the employee with optional dependent coverage paid by the employee, access to a 457 Deferred Compensation Plan, paid holidays, vacation and sick leave and other benefits such as uniform allowance, mobile telephone allowance and take-home vehicle.

Application & Selection Process

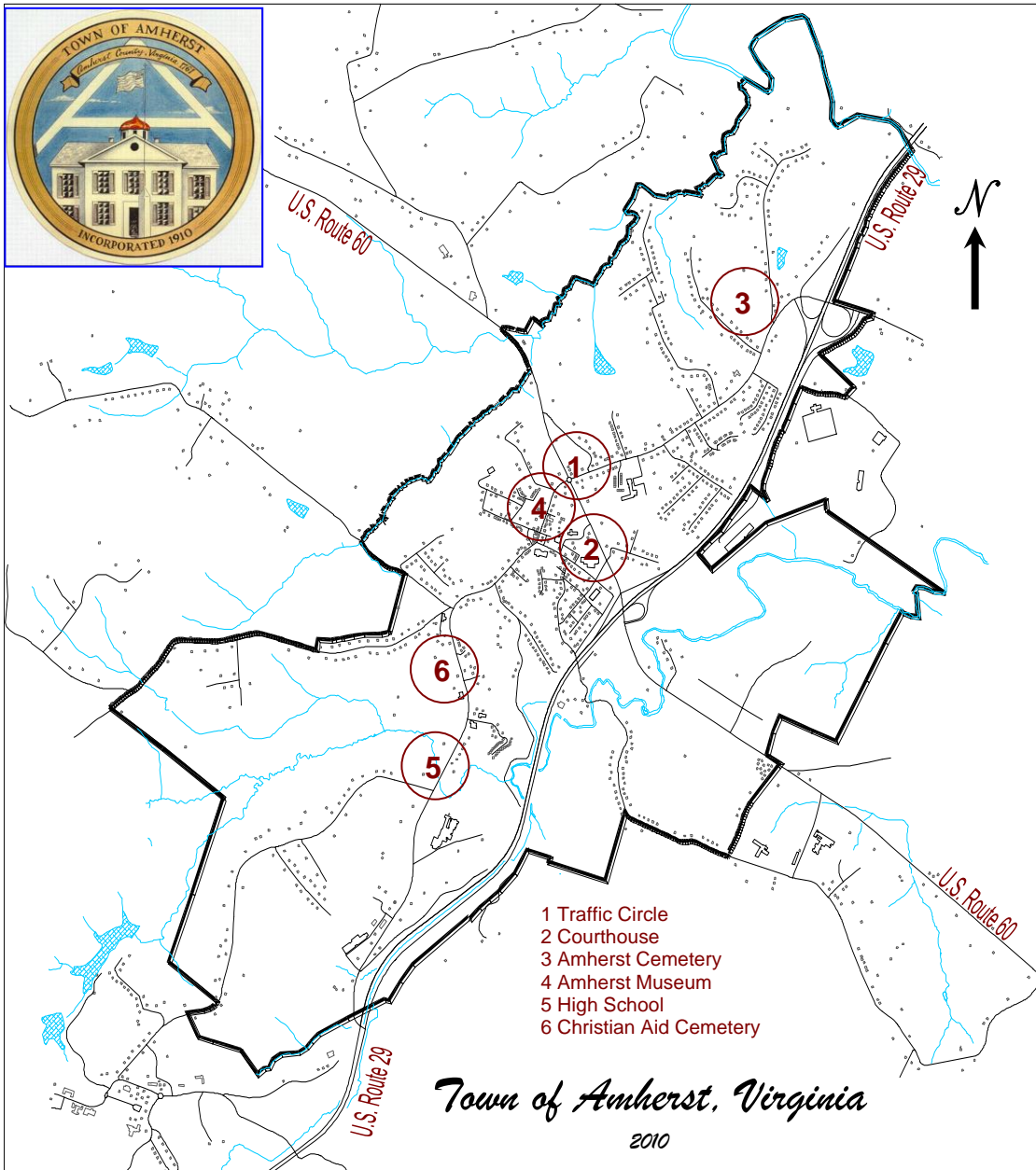
Resumes will be accepted but will not be considered a complete application for the position. Qualified candidates should submit completed Town of Amherst job application and personal history statement forms (available at www.amherstva.gov) to:

Town of Amherst
P.O. Box 280
Amherst, VA 24521
Attn: Personnel Committee



This position is open until filled; however, applications not filed by the deadline listed in the advertisement on the cover may not be reviewed. Following the first review date, applications will be screened according to criteria outlined herein. Additional screening, testing and interviews follow. Applicants are subject to reference checks, financial investigation, driving and criminal history checks, drug screening and other testing. *The Town of Amherst is an Equal Opportunity Employer.*





General Definition of Work

Performs difficult professional and administrative work a directing all Police Department activities and related work as required under the general direction of the Town Manager. Work involves setting policies and goals as well as serving as a “working supervisor” which is defined as being “on the road”, writing tickets, serving summonses, filling in shifts due to vacancies, vacations, sick leave, etc.; and working holidays and weekends. Supervision is exercised over all sworn police officers and police department administrative staff.

Essential Functions

The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plans, programs, directs and evaluates the operation of the Police Department.
- Develops annual budget proposal and controls budgeted expenses.
- Formulates and implements police policy, procedures, rules, regulations and programs.
- Prepares and reviews operational and administrative reports.
- Promotes, assigns and disciplines personnel. Prepares and supervises work assignments.
- Supervises maintenance of records and materials associated with law enforcement activities or administration.
- Maintains liaison with county, state and federal agencies and assists with criminal investigations in the area.
- Supervises requisition of supplies and recommends equipment purchases.
- Makes periodic public addresses concerning police operations and law enforcement.
- Develops and evaluates programs and activities to improve law enforcement operations.
- Attends meeting and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement.
- Evaluates work of subordinates.
- Writes traffic tickets, serves summonses, investigates complaints, meets with residents and business operators during announced office hours, works shift vacancies created by job turnover, vacations, sick leave, etc.; works in the field on holidays and weekends
- Performs related tasks as required.

Knowledge, Skills and Abilities

Comprehensive knowledge of the rules and regulations of the department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent Federal and State laws and municipal ordinances; thorough knowledge of the geography of the Town and the location of important buildings; ability to command respect of the officers and to assign, direct and supervise their work; ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action; skill in the use of firearms and the operation of a motor vehicle; ability to maintain and establish working relationships with associates and the general public.



Education and Experience

Bachelor's degree with coursework in justice administration or related field and extensive law enforcement, management and investigative experience or equivalent combination of education and experience.

Physical Requirements

Must be physically able to exert up to fifty pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects; work requires crouching, reaching, standing, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements

A valid Commonwealth of Virginia driver's license. Current qualification by DCJS to serve as a sworn local government police officer in Virginia.

